DANIEL **AUGUSTINE OSAODION**

No. 7 Alao Street,Ajao Estate, Airport Road, Lagos. | 0802-3417-712 |austinaod98@yahoo.com

PROFILE SUMMARY

Successfully orchestrated a comprehensive restructuring initiative at a startup company, encompassing staff audit, policy/SOP formulation, JD and KPI design, PMS implementation, and the introduction of a Reward System (including salary survey), on-boarding policies, and a time & attendance management system. Key achievements include a noteworthy 20% reduction in vehicle expenses for repairs & maintenance, adept management of trade unions (NUFBTE & FOBTOB) for conflict-free operations, and maintaining a 100% balance in employee/employer relationships through effective coordination of management team meetings. Additionally, represented the company with a 100% success rate as the chief correspondent and image maker. Leading initiatives included creating job and personal competencies using gap analysis for tailored training needs and identifying critical roles for talent pool development in talent management efforts.

PROFESSIONAL SKILLS

- Employee Relations
- Recruitment and Onboarding
- Performance Management
- HR Policy Development
- Office Management
- Records Maintenance
- Calendar Coordination
- Compliance and Legal Adherence
- Employee Development
- Conflict Resolution
- Communication Skills
- Organizational Leadership
- Administrative Process Optimization
- Training Program Coordination
- Career Development Initiatives
- Administrative Tools Proficiency
- Customer Service Excellence
- Problem Solving and Decision-Making

WORK EXPERIENCE

Human Resources and Administrative Manager **06/2024 to 07/2024**
FOODIES (Hot & Spicy) Lagos **Lagos**

- Spearheading the design of the holistic performance management system, inclusive of JDs, KPIs, and Appraisal templates, linking various departmental functions to monitor activities aligned with company goals.
- Developing and administering programs, procedures, and guidelines to align the workforce with the company's strategic goals.
- Actively participating in executive, management, and company staff meetings, as well as attending relevant seminars.
- Updating company policies, SOPs, and Operational Manuals to ensure currency and compliance.
- Defining and coordinating training programs, facilitating some sessions and assigning responsibilities to other managers within those programs.
- Leading the implementation of the performance management system, including Performance Development Plans (PDPs) and Employee Development Programs (EDP).
- Establishing an in-house employee training system, addressing company training needs, including needs assessment, new employee orientation, management development, and assessing training impact.
- Reviewing and scrutinizing employee resourcing, compensation, employee development, training, and succession plans, offering recommendations to enhance performance and provide added value to individuals and the company.
- Ensuring adherence and compliance with all legislation, planning, delivering, and documenting due diligence requirements and best practice activities for internal and external audits, with diligent follow-up as required

Human Resources and Administrative Manager **03/2024 to 05/2024**
Nisalee Industries Ltd **Ibadan**

- Advised and coached the leadership team to enhance leadership inspiration, organizational effectiveness, change management, and capability building.
- Executed the global, regional, and local implementation of the people strategy and people scorecard, aligning with the company's purpose, leadership definition, and growth behaviors.
- Collaborated on end-to-end talent, learning, and rewards global processes, working closely with regional talent and capabilities teams, and total rewards teams.
- Fostered a culture of respect, diversity, and equity, addressing culture and work environment concerns proactively, ensuring the organization's duty of care.
- Facilitated the integration of the new network organization by partnering with unit leaders and the extended community.
- Worked with People Services to ensure compliance and enhance HR systems, processes, policies, procedures, plans, and programs.
- Co-led Talent Resource Allocation for agile projects in the new network organization, focusing on accelerating career and development experiences.
- Facilitated cross-national knowledge sharing, actively participating in region-wide HR community networks for capacity building.
- Collaborated with the Sub-Sahara compensation and benefits Director to develop, benchmark, and implement compensation and benefits systems within the region, aligning with Pladis Nigeria's Total Rewards philosophy.

HEAD HUMAN RESOURCES & ADMIN **01/2015 to 01/2018**
United Biscuits (now Pladis Global) **Lagos**

- Advised and coached the leadership team to enhance leadership inspiration, organizational effectiveness, change management, and capability building.
- Executed the global, regional, and local implementation of the people strategy and people scorecard, aligning with the company's purpose, leadership definition, and growth behaviors.
- Collaborated on end-to-end talent, learning, and rewards global processes, working closely with regional talent and capabilities teams, and total rewards teams.
- Fostered a culture of respect, diversity, and equity, addressing culture and work environment concerns proactively, ensuring the organization's duty of care.
- Facilitated the integration of the new network organization by partnering with unit leaders and the extended community.
- Worked with People Services to ensure compliance and enhance HR systems, processes, policies, procedures, plans, and programs.
- Co-led Talent Resource Allocation for agile projects in the new network organization, focusing on accelerating career and development experiences.
- Facilitated cross-national knowledge sharing, actively participating in region-wide HR community networks for capacity building.
- Collaborated with the Sub-Sahara compensation and benefits Director to develop, benchmark, and implement compensation and benefits systems within the region, aligning with Pladis Nigeria's Total Rewards philosophy.

HEAD - Human Resources & Administration
UBERENESS NIGERIA LTD

- Spearheading the design of the holistic performance management system, inclusive of JDs, KPIs, and Appraisal templates, linking various departmental functions to monitor activities aligned with company goals.
- Developing and administering programs, procedures, and guidelines to align the workforce with the company's strategic goals.

- Actively participating in executive, management, and company staff meetings, as well as attending relevant seminars.
- Updating company policies, SOPs, and Operational Manuals to ensure currency and compliance.
- Defining and coordinating training programs, facilitating some sessions and assigning responsibilities to other managers within those programs.
- Leading the implementation of the performance management system, including Performance Development Plans (PDPs) and Employee Development Programs (EDP).
- Establishing an in-house employee training system, addressing company training needs, including needs assessment, new employee orientation, management development, and assessing training impact.
- Reviewing and scrutinizing employee resourcing, compensation, employee development, training, and succession plans, offering recommendations to enhance performance and provide added value to individuals and the company.
- Ensuring adherence and compliance with all legislation, planning, delivering, and documenting due diligence requirements and best practice activities for internal and external audits, with diligent follow-up as required

MANAGER - Human Resources **01/2015 to 01/2018**
United Biscuits (now Pladis Global) **Lagos**

- Advised and coached the leadership team to enhance leadership inspiration, organizational effectiveness, change management, and capability building.
- Executed the global, regional, and local implementation of the people strategy and people scorecard, aligning with the company's purpose, leadership definition, and growth behaviors.
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- Collaborated with the Sub-Sahara compensation and benefits Director to develop, benchmark, and implement compensation and benefits systems within the region, aligning with Pladis Nigeria's Total Rewards philosophy.

Personnel & Admin Manager **01/2013 to 01/2015**
A &P Food Ltd **Lagos**

- Implemented and enforced personnel policies and procedures related to recruitment, selection, performance appraisal, promotion, disciplinary actions, redeployment, redundancy, retention, training needs assessment, and career development.
- Ensured accurate documentation of all personnel policies, matters, and actions. Formulated an annual budget aligned with the human resources plan and organizational business objectives, monitoring performance against set targets.
- Collaborated with the Finance Department to update employee payroll records and manage staff expenditure payments.
- Delivered administrative and general support services across all business units.
- Engineered an efficient waste management system, resulting in an 80% reduction in costs annually.
- Supported the human resources team in administering payroll and benefits for over 600 employees.
- Maintained an HRIS database with stringent security protocols to prevent unauthorized access.

Quality Assurance & Security Audit Coordinator,
DHL – Nigeria **01/2011 to 01/2012**
Lagos

- Assessed and applied the company's quality manual.
- Regularly conducted TAPA and GSOP audits for all DHL facilities in Nigeria, recommending corrective action plans.
- Formulated detailed Service Level Agreements (SLAs) for contractors.
- Conducted bi-annual SAFE training sessions for both existing and new employees.
- Devised and implemented a performance management matrix, facilitating periodic reviews of contractors' performance.

Section Commander,

01/1996 to 01/2011

Nigerian Army

- Served as a Section Commander in the Nigerian Army, leading and managing a dedicated team of soldiers with a focus on discipline, training, and mission success.
- Oversaw the implementation of military strategies and tactics during training exercises and operational deployments, ensuring the efficient execution of assigned missions.
- Conducted regular training sessions to enhance the skills, physical fitness, and overall readiness of the section, contributing to a high level of unit preparedness.
- Coordinated and communicated effectively with higher-ranking officers, ensuring seamless collaboration and alignment with broader military objectives.
- Managed logistical aspects of the section, including equipment maintenance, supplies, and personnel, to guarantee operational effectiveness.
- Upheld and enforced military regulations and standards, fostering a disciplined and cohesive unit.

EDUCATION

MBA: **Human Resources Management** — **2015**
LadokeAkintola University of Technology — Ogbomoso

PGD: **Management** — **2013**
LadokeAkintola University of Technology — Ogbomoso

HND: **Accountancy** — **2009**
Osun State College of Technolog — Esa-Oke, Osun State

Leaving Certificate: **Senior Secondary School** — **1994**
Community Secondary School — Ojo - Lagos

First School Leaving Certificate — **1989**
Army Barracks Primary School — Ojo

CERTIFICATIONS

- Fellow (FCIHRM) - Chartered Institute of Human Resources Management
- Director Membership (DAHR) - Association of Human Resources Practitioners of Nigeria.
- Associate - Chartered Institute of Personnel Management
- Holder of a Human Resources Practitioner License - Chartered Institute of Personnel Management
- Professional Member (SHRM) - Society for Human Resources Management, USA
- Associate Member (ACIRSM) - Corporate Institute of Risk and Safety Management.
- Active MEMBER - Institute of Facility Management Association (IFMA) . Active MEMBER - Association of Chief Security of Nigeria
- PROFESSIONAL MEMBER - Institute of Security, Nigeria (ISN) . ASSOCIATE - International Centre for Executive Security Training (ICEST)
- Chartered Security Professional (ChSP) - World Certification Institute (WCI), US

TRAININGS

- Formulating a Human Resources Strategy for Organizational Agility – CIPM Nigeria
- Emerging Trends in Technology-Driven HR - Chartered Institute of Personnel Management, Nigeria
- Certificate in Advanced Human Resources Management - Deebee Consult
- Diploma in Advanced Human Resources Management – IPMTA

- Certificate in Train The Trainer Forum – Pladis Academy
- Environmental Management Training (LASEPA)
- FSSC 22000-2010 Awareness and Internal Audit Course - SGS
- Certificate in Developing Corporate Behavior - Chicago Institute of Business, USA
- Certificate in Manager Management - Chicago Institute of Business, USA
- Certificate in Managing Workplace Anxiety - Chicago Institute of Business, USA
- Certificate in Performance Management - Chicago Institute of Business, USA
- Certificate in Personal Productivity - Chicago Institute of Business, USA
- Certificate in Creative Thinking & Innovation
- Certificate in Emotional Intelligence
- Certificate in Mastering the Art of Public Speaking
- Certificate in Risk Assessment and Management - Chicago Institute of Business, USA
- Certificate in Workplace Violence - Chicago Institute of Business, USA
- Qualified First Aider

REFERENCES

Anthony Didioma \\ Dental Therapist \\ Delta State University Teaching Hospital \\ Delta State \\ 08054843271 07032894683

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Ambassador (Dr.) Roy Okhidievbie \\ CEO, Augusteye Ltd \\ 08095707567,08165021946